

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR. ADMINISTRATOR, SEWER PROJECTS

Date: 1/24/05

Position Level: 11

FLSA Status: Exempt

Class Code: 11-23

GENERAL DESCRIPTION

Primary function is to oversee the planning, design, funding and construction of sewer projects throughout Monroe County.

KEY RESPONSIBILITIES

- * 1. Acts as liaison to water and wastewater authorities.
- * 2. Reviews design of sewer projects prepared by others.
- * 3. Coordinates work between utilities, consultants, contractors, permit agencies and local jurisdictions.
 - 4. Conducts public meetings relating to sewer projects, costs for same and timing for completion within the sewer districts.
 - 5. Prepares grant application for funding and complete appropriate reporting to granting agencies.
- * 6. Reviews and prepares reports, specifications, cost estimates and correspondence.
 - 7. Researches technical product information.
- * 8. Manages funding for multiple projects and prepares project budgets.
 - 9. Develops project schedules.
- * 10. Performs construction observation and report to County Engineer any deviations from plans.
 - 11. Reviews invoices and approves within level of authority; recommend for payment to required level of authority.
- * 12. Reviews bid packages for construction contracts.
- * 13. Makes presentations to various agencies including the County Commission.
 - 14. Reviews and prepares permit applications.
 - 15. Reviews operating procedures for sewer systems.
- * 16. Reviews master plan for Countywide sewer improvements.
 - 17. Performs related assignments as directed.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SR. ADMINISTRATOR, SEWER PROJECTS	Class Code: 11-23	Position Level: 11
--	--------------------------	---------------------------

KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Civil Engineering or equivalent.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry programs and to explain specialized matters. Also requires continuing contact with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendation within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters and emergencies.
<i>Other:</i>	Requires Florida Drivers License.

APPROVALS		
<p><i>Department Head:</i></p> <p>Name: _____ Signature: _____ Date: _____</p>		
<p><i>County Administrator:</i></p> <p>Name: _____ Signature: _____ Date: _____</p>		
<p>On this date I have received a copy of my job description relating to my employment with Monroe County.</p>		
<p>Name: _____ Signature: _____ Date: _____</p>		